



United States Bankruptcy Court District of Kansas

Position Vacancy Announcement - 04-W-2

Position: **Case Administrator**
(This is a temporary position with a 366-day appointment, contingent upon available funding.)

Location: **Wichita, Kansas**

Starting Salary: **CL 25/1 (\$31,737) (An adjustment to the starting salary within this classification level may be possible if successful applicant has previous U. S. Bankruptcy Court experience)**

Issue Date: **February 9, 2004**

Closing Date: **February 23, 2004**

Introduction

This position is located in the Clerk's Office of the U. S. Bankruptcy Court, in Wichita, Kansas. The U.S. Bankruptcy Court has three divisional offices: Kansas City, Topeka, and Wichita, each of which consists of a deputy-in-charge and operational support staff. Wichita also serves as the Court's headquarters office, where the Clerk, Chief Deputy Clerk, and administrative staff are located. There are four full-time United States Bankruptcy Judges in the district.

Duties and Responsibilities

The incumbent manages the progression of bankruptcy cases, through a digital case assignment, from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing necessary noticing, administrative and clerical duties. Performance of various duties, including: making summary entries electronically on the docket, i.e., pleadings, petitions, motions, complaints, courtroom minute sheets and orders; scheduling and noticing court pretrials and hearings; maintaining a claims register; answering inquiries on case status; preparing cases for closing; answering the public telephone, assisting at the public counter; and other clerical duties, as assigned.

Qualifications

Minimum:

Applications or resumes should describe in detail: Applicant's skill in the use of automated systems in a Windows environment. Ability to interpret and summarize a variety of documents, using a body of rules and procedures. Skill in oral and written communication. Ability to communicate information accurately and in a timely manner with a wide variety of individuals within and outside the court unit. Ability to manage multiple assignments with restricted deadlines. Skill in operating copying and mailing equipment. Applicant must possess a high school diploma or equivalent and have at least three years of progressively responsible clerical experience, requiring excellent typing or keyboard skills.

Preferred:

Applications or resumes should describe in detail: Three years previous experience within a U. S. Bankruptcy Court or a legal environment dealing with bankruptcy. In lieu of previous bankruptcy experience, three years legal experience in a legal or court environment. Actual CM/ECF, BANCAP, NIBS, or PACER experience. Knowledge of the Bankruptcy Code and Rules. An understanding of the operational processes in a court environment. Skill in one or more of the following software packages: WordPerfect, Lotus Notes, and Visioneer PaperPort. An associates degree or higher from an accredited college or university.

Training

The successful candidate will attend specific training programs related to bankruptcy, docketing on the automated CM/ECF system, utilization of reports, Lotus Notes, Visioneer PaperPort and the organization of the federal court system.

Information to Applicants

Although not included in the federal government's Civil Service classification, employees of the United States Courts are entitled to similar benefits as other federal employees including annual leave, sick leave, choice of health benefit plans, life insurance, long-term disability insurance, long-term care insurance, Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses and dependent care expenses), participation in the Federal Employees Retirement System, and ten paid holidays. This position is subject to mandatory electronic fund transfer participation for payment of net pay. No funding is available for travel for interviews or relocation. The successful candidate for the position is subject to a background check. The best qualified applicants will be invited for personal interviews. ***The United States Court is an Equal Opportunity Employer.***

Application Procedure:

All applicants must submit a detailed, *typewritten* or *computer-generated* resume. In addition to the resume, a *typewritten* or *computer-generated* **A.O. 78, "Application for Judicial Branch Federal Employment"** must also be submitted, which may be obtained from the U.S. Bankruptcy Court web site at www.ksb.uscourts.gov or from any of the U. S. Bankruptcy Court Clerk's Offices located at 500 State Ave., Rm. 161, Kansas City, Kansas; 444 Southeast Quincy, Rm. 240, Topeka, Kansas; or 401 N. Market, Rm. 167, Wichita, Kansas. A written request for the A.O. 78 may also be sent to the address below, or through a fax request to H. R. Manager - Fax # 316/269-6181. Please reference PVA 04-W-2 and state your mailing address. Send the resume and A.O. 78 to:

**Human Resources Manager
U.S. Bankruptcy Court
401 N. Market, Rm. 167
Wichita, Kansas 67202**